



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
Close to Bus Routes, Light Rail, & Parking Garages*

Research Program Specialist I or Research Analyst II (General)

Monthly Salary: (RPSI) \$4833-5874, (RAII) \$4619-5616

Permanent Full-Time Position

Location: Downtown Sacramento

Position Number: 443-300-5742/5731-019

Refer to Job ID # 10-EEM-016

Final Filing Date: November 15, 2010

General Statement of Duties:

Under the general supervision of the Staff Services Manager I (SSMI), the Research Program Specialist I (RPSI)/Research Analyst II (General) (RAII) is responsible for independently planning and performing complex healthcare research and trend analyses to support MRMIB's operations of state-wide programs. This includes analyses of Legislative and Administration policy proposals to expand health care access to California's high risk and low-income uninsured populations; researching cost/benefit strategies and alternatives for the operations of MRMIB's programs and Single Point of Entry; and administrative services operations. The RPSI/RAII leads Program Specialists (SSA/AGPA) in special projects under the supervision of the SSM I.

The RPSI/RAII provides expert consultative services on the feasibility and impact to program operations of proposed policy changes. The research and lead responsibilities are in specialized areas concerning program eligibility requirements and the enrollment processes, electronic data transfer processes between the Administrative Vendors and participating plans and the Statewide Medi-Cal Eligibility Data Systems and other related statewide income verification systems. The analysis and research outcomes help define operational requirements for MRMIB's programs which support cost effectiveness and streamlining strategies. Research is defined as systematic, critical, intensive investigation directed towards either comprehensive subject knowledge or programmatic issue resolution. Assignments require, on a regular basis, higher skill level and MRMIB programmatic knowledge than the journey level knowledge and skill set.

Essential Qualifications:

- A. Demonstrates a commitment to performing duties in a service-oriented manner.
- B. Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
- C. Maintains good work habits and adheres to all policies and procedures.
- D. Demonstrates strong computer, oral and written communication skills.

- E. Proven leadership capabilities.
- F. Demonstrates success through the maximization of teamwork skill set with the ability to inspire, motivate, and coach diverse work teams.
- G. Demonstrates decision-making ability based on objective data, research and analysis.
- H. Demonstrates ability to establish and maintain effective working relationships with management, staff, and Board members, and to communicate effectively orally and in writing.
- I. Ability to multi-task and meet deadlines.

Who May Apply:

Individuals who have status at the RPSI or RAIL level, list, transfer or reinstatement eligibility may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Duties will be modified for classification level at which filled. **ALL INTERESTED CANDIDATES ARE REQUIRED TO SUBMIT A RESUME in addition to** a Std. 678, State Application (available at www.jobs.ca.gov). In the Explanation Section of the application enter JOB ID# 10-EEM-016 and Position # 443-300-5742/5731-019 and the basis of eligibility. For list eligible candidates, attach your exam results. **Please mail or hand deliver to:**

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Penni Correa- Personnel**

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date November 15, 2010.

If you have questions regarding this information, please contact Penni Correa, 916-323-4138.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.